

Project Artaud

499 Alabama Street, San Francisco, CA 94110 • www.projectartaud.org
Phone 415.621.4240 • fax 415.621.3824

Project Artaud Board of Directors Meeting

Date: Tuesday, March 25th, Time: 7pm-8:29pm

Present: 10 Voting BOD Members

Sue Sullivan, President

Julie Phelps, Vice President

John Sullivan, Treasurer

Sarah Kennedy, Secretary

David Fought AR Wing Rep

Jennifer Taylor, Left Wing Rep

David Lawrence, Torque Wing Rep

Sarah Hotchkiss, Wing Nut Rep

Sandia Sexton, Antonin Wing Rep

Todd Hanson, Froggies Wing Rep

Javier Manrique, X-Wing Rep

Attending: Jan Simon, Lizzy Spicuzza

Announcements:

Sunday April 6th, 11AM: Garden Committee Meeting: Jackhammer, snacks

May 25th, 2025: There will be an in person Building Meeting to nominate Treasurer and Secretary.

July 8th, 2025: Ballot results ratified by Board of Directors.

Sue read a poem.

Wing Attendance for the 6-month period from 9/20/24 through 3/25/25

Antonin: No meetings missed

AR Wing: No meetings missed

Froggies: No meetings missed

Left Wing: No meetings missed

Torque: No meetings missed

Wing Nut: No meetings missed

X-Wing: No meetings missed

As per "Wing Participation and Governance. Amendment to the House Rules, Article V, Section 4, Wing Responsibilities, Subsection E: If a Wing fails to send a Wing Representative to PAC's (Project Artaud Corporation) Board of Directors meetings for more than 4 (four) times within a consecutive 6-month period, then: -PAC revokes the privilege of the Wing to conduct and

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participate in any space transfers which may occur on that Wing for a period of no less than one year commencing from the date of the 4th meeting missed;

- The privilege to conduct space transfers reverts back to the Wing one year after consistent Wing representation has occurred;

-The Wing forfeits any and all veto privileges;

-When a studio transfer occurs in a wing with revoked privileges, the PAC board will appoint a studio transfer committee composed of a member from each PAC wing, except from the wing with revoked privileges, to conduct the studio transfer.

Affirm group agreements for the meeting

1. One Voice, One Mic: Raise your hand
2. Modified Stack: “Step Up, Step Down” (if any individual has spoken several times they'll go to the bottom of the stack until others have spoken to the issue)
3. Keep it respectful: “Don’t yuk my yum.”
4. Conserve energy for the whole group—those who are rambling or repeating themselves will receive a one-minute signal from the facilitator. Please be mindful of W.A.I.T (in other words, ask yourself: Why Am I Talking?)

MINUTES APPROVAL

The minutes of the March 11th 2025 Board meeting were approved as written.

Motions:

Motion #1: As approved by AR wing, the PAC BOD approves the assessment for studio #317 of \$28,487.73.

Proposed: Jennifer Taylor

Seconded: David Fought

Unanimous in favor

Facilities Committee Report:

AFC Admin Report 3-25-25

Wingnut Flood

We are in the process of remediation and clean up in the affected areas. The insurance adjuster is coming tomorrow to meet with Brad, Theater of Yugen, and Qorey and Alon.

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Stickers/Graffiti

For several months there have been a slew of offensive stickers plastered all over the building: on our hallway walls, elevators, electrical boxes, bathroom stalls, and even on our 17th street mural. Recently, the exterior wall on the Annex was graffitied.

These actions are harmful to the spirit and reputation of our community.

The Facilities Team takes a lot of effort and pride in keeping our building and property in good shape and looking good. We take care in renovating our common area bathrooms and in keeping our grounds tidy. This behavior is disrespectful of the Facilities Committee's work, and doubly demoralizing for our in-house workers who strive to beautify the building and are burdened with the task of cleaning up this defacement.

The BOD approved the AFC Admin tracking the financial cost of this vandalism to our property when our in-house workers have to remove it.

2025 Shell Work

Thanks to everyone who provided information about building leaks during the recent heavy rains. This is great information to compile as we prioritize shell work for this summer. The Shell Committee will be meeting with Everest soon to consider our next phase of repairs. We have \$180,000 in our Shell Repair account.

Fire Alarm

Trojan was here on 3/25 to replace the old duct detectors associated with the theater HVAC. The HVAC system and its components are the responsibility of Z Space. Our monitoring company, Trojan, will do the work and bill us, then our bookkeeper will invoice Z Space for reimbursement.

Space Assessments

The Assessment Committee and Terri Winston did a follow up meeting on 3/7 to review the architect's assessment. We are gathering more info and firming up the final draft.

Studio #317- The assessment has been completed. It is now being discussed at the Wing level.

Biannual Tree Pruning

Davey Tree provided a proposal to prune the trees on Alabama Street. \$1,650. We are in the process of scheduling that work.

Laundry

Alliance is scheduled to repair the intake valves on the two washing machines on the first floor.

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Treasurers Report:

Employee Bonuses

Annual staff bonus, rough draft for a future motion for the upcoming building ballot;

At the end of each year Project Artaud shall provide a year-end bonus for all staff who have worked at least 100 hours during the year and are still employed at the year end. Each eligible employee shall receive an amount not more than 2.X% of his/her/their total wages for that year.

Employees who have been placed on a Performance Improvement Plan are not eligible for this bonus.

Economic Impact

A 2.25% annual bonus would cost approximately \$5,000.00 per year. Our 2024 payroll for salaried employees was \$224,405.00.

Studio #317 Assessment 03/07/2025

The Space #317 assessment shows a valuation of \$5,200.76 in improvements made by Lisa Stranger. The amount is a reimbursement for labor and materials.

The Board has previously approved \$2,000.00 to be paid to Julian for moving assistance. A W9 is required from Julian to receive this money.

Discussion: The Board will follow customary procedure in moving forward with Space 317. The Board is in favor of approving the \$5,200 plus \$51.70 as a payout to Lisa's estate. To gather more information, John will get together with Kiki and Leah and Sue will reach out to Nils.

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BoD Topics:

Anti Bullying/Anti Harassment policy:

From Sandia: As we are coming up for the vote in May I am working on lining up the infrastructure of the anti-harassment policy and wall hangings to accompany it.

All can be printed, laminated and hung.

The only cost will be to laminate, but perhaps the office has a lamination machine? Let me know...

The "what is / isn't bullying" can probably be done in house, pending if we have a lamination machine or not...

My dear friend works in a professional printing shop and can do a large scale print of the actual poster for free so each floor can have one.

**** A topic to add to the meeting is where do we want these items hung on each floor?**

The Bullying is/Bullying is not wordage will be polished up, laminated and hung on Wing bulletin boards so that members can have some food for thought.

Discussion: Sandia and Sarah Kennedy will polish up the language for What is/Isn't Bullying to laminate and hang on Wing bulletin boards so that Artaudians can have some sense of what the parameters are as we move forward to put the simplified Anti Bullying/Anti Discrimination language in the house rules. The official State of California Civil Rights Department (CRD) Discrimination and Harrassement in the Workplace posters will be printed and laminated and hung in the storage closet and office for all Artaud paid employees to access. We're still looking for language appropriate to our non-profit live work spaces.

Space 124 Report:

03/25/25

Submitted by Lizzy Spicuzza

Currently, there isn't much to report. I'm in the process of meeting with artists regarding their residencies. Additionally, I've reached out to previous artists to inform them about our remaining availability for 2025. I am also in communication with Kyle Teese and Zac Smit about the possibility of holding an event for a week in May.

2025 Current Residency

Veronica Blair

2025 Upcoming Residencies

Spring Open Studios

Julie Phelps FLYAWAY/GIRLFLY

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Fall Open Studios

Hope Mohr & Mike Chin Keith Hennessey/Circo Zero

2025 Available Dates:

03/08/25-03/31/25

04/07/25-04/14/25 04/18/25-04/21/25 07/01/25-07/31/25 09/22/25-09/29/25 10/01/25-10/31/25

11/01/25-12/31/25

April 1st through April 6th

April 22nd through April 30th September 1st through September 21st

2025 Available Months:

May, June, and August

RCP report:

Rainwater Catchment Meeting Minutes

March 24, 2025

Jan Simon, Chair

6:05 PM to 6:35 PM

Attendees

Jan S., Liz S., John S., Susan S., Amy R., Lizzy S., Michael R., Bijou O., David L.

Project update

City-approved permitted plans are out to bid. Rob of Lotus Water had a north parking lot/roof walkthrough with Hoseley Co., a potential contractor. We're still planning on starting construction in May.

North parking lot questions

Jan wants to reach out to Joe Goode to keep them in the loop, as was done with Theater Yugen. Contact is Aja Randall, site manager.

Lizzy asks about the construction timeline for the north parking lot so as to plan for noise and access to the parking lot and Jackhammer Park. She will send Jan specific dates of concern so he can inform Lotus Water.

Michael asks about the timeline for the cistern pad construction and tank delivery. Still no specific construction dates.

RCP to-dos for Artaud: 3 educational components

In the grant application documents we committed to completing work on three educational "co-benefits." We need to have plans in place by the time construction is completed.

The co-benefits are:

- 1, plant signage and / or a mural
- 2, maintenance training for Artaudians
- 3, high school outreach

We need to identify Artaudian champions/sub-committees for each co-benefit.

Plant signage / mural:

As part of "Education and Watershed Stewardship," we said the cistern and rainwater garden sites would have educational plaques, native plant species descriptions, and arts programming.

· One idea (from Judy W.) was a public-facing 700-square-foot mural along the Florida St.

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fence showcasing ecological themes embodied in the project.

- Other ideas were posters, system descriptions, and information about watershed stewardship, providing public visual and text-based information about the project.
- Lastly, a QR code at all sites would link to a full case study and project description maintained on the Project Artaud website.

We don't have to do exactly what we said we would do, but we do have to do something.

For the signage, we need to find 2 public-facing places to install information. Lotus Water thinks the Florida St fence is a good place for a description of the system (could be simple signage now, possibly with a mural evolving around it in time), and signage on Mariposa Street could focus on the ecology of the de-paving to landscape areas. So ...

- Is membership/Judy still committed to a new mural on Florida St? Theoretically, per Rob/Amy, a mural could be put on any fences when they change over. We could discuss this with the Arts committee and work with them.

- Has membership formed ideas about the “posters, system descriptions, and information” that will be stationed at the cistern and rain gardens? We could create signs with names for some of the native plants that will be installed. John discussed signage with Benjy some time ago, and Benjy wanted to add names for the palms.

- Who will be creating the QR code? John can 3D-print braille and QR code plaques.

- Will the QR code link to a page on the Project Artaud website focusing on this project? Is it still in the plans to create a web page on the Project Artaud site dedicated to the RCP?

Open to discussion

Options for Mariposa Street signage could include one large sign or smaller individual plant signs. Amy would be happy to work with someone on verbiage for a Mariposa Street sign, perhaps near the Artaud plaque. John says that if there's language and a designer, he can create signage (bronze, wood, other?). Also, the 401 Alabama St. entry area rain gardens could have signage as well. Jan: Rob can provide plant names. Michael: as plants change there will be impact on the signs, should be more generic. A QR code can direct visitors to the website with more specific info. David will provide questions for Lotus Water about sourcing plants from organic nurseries that do not treat plants with pesticides or fungicides.

Maintenance and stewardship training for Artaudians:

Facilities Committee members will get maintenance and stewardship training to assure proper management and maintenance of the project. We can work with Lotus Water to determine what that looks like. Our role: recruit Artaudians to take this training.

Open to discussion

Michael: interested in getting the training.

High school outreach:

Project Artaud and Lotus Water will partner to administer an annual onsite training module for high school students interested in green infrastructure. Lotus Water can facilitate talks with John O'Connell H.S. Lotus has done previous green schoolyard cistern renovations and provided internships to John O'Connell students. This is an extension of John O'Connell High School's Work Based Learning Program with education support by Jewish Vocational Service.

What this could look like: Artaud (RCP, Facilities, interested members) would host, and Lotus

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and PUC would do the training. Bringing high school students through once a year would also help Artaud meet its 501c3 standards. Our role: recruit Artaudians to host these students.

Open to discussion

Amy: This component doesn't require much on our part: just unlock the doors and do as much or as little as we want. She'd like to participate.

More frequent RCP Meetings as needed during construction?

As construction ramps up, we may consider holding RCP meetings every two weeks, like Facilities and the board. We'll assess as needed.

Next RCP Meeting Monday, April 28th, 2025

6:00 pm

Meeting flyers will go up on the bulletin boards and the office will send out email announcements about the meetings to membership.

Arts Committee Report:

Spring Open Studios meeting minutes

March 20, 2025

Attendance:

David Fought, Javier Manrique, Susan Sullivan, John Sullivan, Bernie Rauch, Stephanie Baker, Wendy Gilmore, Todd Hanson, Laurie Anderson, Ken Cooper, Benjy Young

Agenda discussion:

Open Studios takes place April 12+13

- Sign up on the Mission Artist website missionartists.org
- Jan Simon will be designing the map and directory and needs participants name, a vertical image of your art and should be between 200-800 kb. Send ASAP to jans31415@gmail.com
- Space 124 will be available for Open Studios between the 7th and 14th of April. If you are showing in Space 124, be sure to meet at 12 noon on the 7th to coordinate with the House manager and your fellow artists and to designate spaces. There has been an element of performance and film screening added to the evening program during the event. There will be a rehearsal, so it is important for all in that space to be aware.
- Laurie Anderson is designing the online invitation; be sure she has your correct name spelling if you are participating. lala11@mindspring.com
- Wendy Gilmore will recruit volunteers for the event.
- David Fought will make sure our signage is in good condition and put out sandwich boards on the 4 corners around Project Artaud during the event.
- We need a point person/member for Hospitality to get flowers, refreshments, etc. for the event. Please volunteer.

Thanks,

Javier Manrique fjman100@yahoo.com

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Project Artaud Arts Report:

Jonah Roll has an exhibit at the Belvedere Tiburon Library Art Gallery from March 20th-May 7th, 2025. ARTalk on April 9th at 6pm.

Wing Reports:

Antonin (Sandia): Nothing to report

AR (David): Nothing to report other than the 317 Space assessment was approved.

Froggies (Todd): Nothing to report

Left Wing (Sally): Nothing to report

Torque Motel (David): All good, wing meeting planned for next week.

Wing Nut (Sarah H): In December 2024 the wing voted unanimously for Qorey and Dan to shared studio 107 for a period of one year as “roommates”. The Wing will meet regarding the space share in Dec 2025.

X-Wing (Javier): Wing meeting yesterday to discuss making Camilla a non-space holding member, however, Camilla was not present. They will call another meeting and hope that Camilla can attend to answer any questions.

NEXT MEETINGS

BOD Meeting: Tuesday, April 8th at 7:00 PM, Zoom. Request Zoom link from your wing rep.

Arts Committee: TBD Link to come.

Facilities Committee: Wednesday, April 7th at 4:15 PM, (always the Wednesday before BOD meeting) Zoom. Request link from VP

Finance Committee: TBD, Zoom. Request link from Treasurer.

Garden Committee: Garden Committee: Sunday April 6th, 11AM, Jackhammer, snacks

Human Resource Committee: TBD, Zoom. Request link from HR Chair.

Rainwater Catchment Project Committee: Monday, April 28th, 2025 6:00 pm
see admin email for zoom invite

Space 124 Committee: TBD in Studio 124.

Well-Being Committee: TBD

COMMITTEE CHAIR CONTACTS

Facilities Committee: Julie Phelps, vpprojectartaud@gmail.com

Finance Committee: John Sullivan, artaudtreasurer@gmail.com

RCP Committee: Jan Simon, jans31415@gmail.com

Human Resource Committee: co chairs Sally Fifer, sally.fifer@itvs.org, and Lois Martin
lois499@sonic.net

Space 124 Committee: Lizzy Spicuzza, lspicuzza@earthlink.net

Well-Being Committee: Michael Rauner, michael@michaelrauner.com

Garden Committee: Michael Rauner, michael@michaelrauner.com

Arts Committee, Jonah Roll, jonahsart@gmail.com